

**IN THE COURT OF CHANCERY
OF THE STATE OF DELAWARE**

SPECIAL PROCESS SERVER REQUIREMENTS

Beginning May 1, 2008, it will be necessary for all persons serving process for Court of Chancery matters to be registered with the Court. This will be a license renewable annually by May 1. All companies and law firms who have in their employ individuals they want to register to be eligible to serve process must pay an initial registration fee of \$300 and an annual renewal fee of \$300.

In addition, the company/firm must list the names of those individuals within their organization that they want to register as process servers. There will be an additional fee of \$50 per person named, renewable annually as well. Fees paid for the company/firm and individuals can be combined on one check made payable to Register in Chancery. Checks should be remitted to the attention of Ramona Monsen, Deputy Court Administrator, Register in Chancery Wilmington.

This process will eliminate the need to file Motions and Proposed Orders for Special Process Server and beginning May 1, 2008 such Motions and Proposed Orders will no longer be accepted. Copies of the approved Application for Designation as a Special Process Server will be the document the process server need carry with him to show authorization by the Court to serve process. The only thing the Register's Office will still require in each individual case is a letter of instructional information to assist them in preparing summonses in instances where you still want the Register in Chancery to prepare the summonses. Filing of a Praecipe and using the Sheriff is also still an option.

Any questions regarding registration and implementation should be directed to Ramona Monsen at (302) 255-0311 or Sheila Boyer (302) 255-0552.

**APPLICATION OF COMPANY/FIRM TO BE REGISTERED TO HAVE A
DESIGNATED MEMBER OF THEIR ORGANIZATION AUTHORIZED AS A
SPECIAL PROCESS SERVER FOR THE COURT OF CHANCERY**

I swear or affirm under oath that:

The information provided is true and accurate to the best of my knowledge.

It is the responsibility of the company/firm to ensure that all persons who provide service of process for the company/firm comply with the Court's requirements as outlined.

The company/firm will indemnify and hold harmless the State of Delaware and all its agencies from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by acts or omissions of its contractors or employees and which arise out of the contractors or employees' performance or failure to perform as specified.

I declare under penalty of perjury, under the laws of the State of Delaware, that the foregoing is true and correct.

Print Name

Signature

Date

Company Name & DE Business License Number

SWORN TO AND SUBSCRIBED before this _____ day of _____

Notary Public

**CERTIFICATION OF APPLICANTS SEEKING DESIGNATION AS SPECIAL
PROCESS SERVER FOR THE COURT OF CHANCERY OF THE STATE OF
DELAWARE:**

I, _____, swear/affirm under oath
that I will perform the duties of a process server in compliance with the provisions of law
governing the service of process in Delaware.

I further swear/affirm under oath that:

I will perform personal service of Court of Chancery documents in a business-like
manner in accordance with all applicable statutes, rules of procedure and Court of
Chancery policies and procedures regarding service.

I acknowledge that I may **not** represent myself as an officer of the Court.

I will accurately, completely and legibly provide to the Court the requisite
information on each document relative to service, as specified by the Court.

I will indemnify and hold harmless the State of Delaware and all its agencies from
and against any and all claims for injury, loss of life, or damage to or loss of use of property
caused by or alleged to be caused by my acts or omissions and which arise out of my
performance or failure to perform as specified above.

I am 18 years or age or older.

I am not a party to the case for which I am serving process.

I declare under penalty, under the laws of the State of Delaware, that the foregoing
is true and correct.

Date

Signature of Special Process Server Applicant

SWORN AND SUBSCRIBED before me this _____ day of _____.

Notary Public

**APPLICATION OF INDIVIDUAL SEEKING DESIGNATION AS SPECIAL
PROCESS SERVER FOR THE COURT OF CHANCERY OF THE STATE OF
DELAWARE:**

1. NAME OF INDIVIDUAL _____
2. HOME ADDRESS _____
3. HOME PHONE _____ 4. WORK PHONE _____
5. DRIVERS LICENSE NO. _____
6. DATE OF BIRTH _____
7. HEIGHT _____ 8. WEIGHT _____
9. HAIR COLOR _____ 10. EYE COLOR _____
11. COMPANY/FIRM NAME _____
12. COMPANY/FIRM ADDRESS _____
13. HOW LONG HAVE YOU BEEN WITH THE COMPANY/FIRM? _____